

Program B: Office of Management and Finance

Program Authorization: R.S. 15:574.2-574.21; R.S. 15:821-840; R.S. 15:111; R.S. 46:1844(A)(3); Hayes Williams, et al v. John McKeithen, et al CA 71-98-B (M.D. La.)

Program Description

The mission of the Office of Management and Finance Program (which is under the authority of the undersecretary) is to provide the leadership, direction, and support to efficiently manage and account for the department's resources. The Office of Management and Finance Program is responsible for the fiscal services, information services, food services, maintenance and construction, performance audit, training, procurement and contractual review, and human resource programs of the department. The Prison Enterprises Division is also under the authority of the Undersecretary.

The goals of the Office of Management and Finance Program are:

1. Provide efficient management of resources to hold down costs where possible.
2. Ensure that the department's resources are accounted for in accordance with applicable laws and regulations.
3. Provide the necessary support to all units in managing their fiscal affairs.
4. Ensure that Prison Enterprises operations meet American Correctional Association (ACA) standards.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$12,777,262	\$14,619,666	\$14,857,824	\$18,986,126	\$18,519,463	\$3,661,639
STATE GENERAL FUND BY:						
Interagency Transfers	3,081,988	3,850,211	3,850,211	4,064,967	3,886,967	36,756
Fees & Self-gen. Revenues	800,079	828,432	828,432	828,432	828,432	0
Statutory Dedications	0	0	0	599,772	599,772	599,772
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	2,527,022	6,408,847	6,408,847	6,408,847	5,708,847	(700,000)
TOTAL MEANS OF FINANCING	\$19,186,351	\$25,707,156	\$25,945,314	\$30,888,144	\$29,543,481	\$3,598,167
EXPENDITURES & REQUEST:						
Salaries	\$4,721,109	\$4,550,474	\$4,610,474	\$4,764,234	\$5,721,596	\$1,111,122
Other Compensation	130,931	0	0	0	0	0
Related Benefits	6,887,365	8,565,358	8,565,358	12,371,260	11,030,596	2,465,238
Total Operating Expenses	2,807,062	3,018,945	3,022,019	1,725,268	1,669,531	(1,352,488)
Professional Services	645,206	1,171,248	1,171,248	1,199,358	1,171,248	0
Total Other Charges	3,144,672	8,401,131	8,341,131	10,531,691	9,753,947	1,412,816
Total Acq. & Major Repairs	850,006	0	235,084	296,333	196,563	(38,521)
TOTAL EXPENDITURES AND REQUEST	\$19,186,351	\$25,707,156	\$25,945,314	\$30,888,144	\$29,543,481	\$3,598,167
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	105	99	99	99	95	(4)
Unclassified	67	74	74	74	71	(3)
TOTAL	172	173	173	173	166	(7)

The Table of Organization (T.O.) has been adjusted to reflect 35 Other Charges positions transferred to the authorized T.O. for Fiscal Year 2002-2003.

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees, Self-generated Revenue and Statutory Dedications from the Deficit Elimination/Capital Outlay Escrow Replenishment Fund (created in La. R. S. 39:137).and Federal Funds. The Interagency Transfers are received from the following: (1) administrative cost reimbursed from the Department of Education for the school lunch program, PIPS, Title 1, Title 2, Title 6, Drug Free Schools; (2) LCLE for special projects; and (3) security costs reimbursed by the Department of Transportation and Development for providing inmate road cleanup crews. The Fees and Self-generated Revenue are derived from the following: (1) funds collected from Prison Enterprises for postage reimbursement and administrative costs; (2) funds collected from inmate banking to cover administrative cost incurred from managing the inmate banking program; and 3) funds collected from telephone commissions. The Federal Funds are grants received from the National Institute of Corrections; the Violent Offender/Truth in Sentencing Grant Program; the Life Skills for State and Local Prisoners Grant Program; and the Youthful Offender Grant Program. Statutory Dedications are funded with taxes (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each statutory dedicated fund).

	ACTUAL	ACT 12	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2000-2001	2001-2002	2001-2002	2002-2003	2002-2003	OVER/(UNDER)
						EXISTING
Deficit Elimination Fund	\$0	\$0	\$0	\$599,772	\$599,772	\$599,772

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$14,619,666	\$25,707,156	138	ACT 12 FISCAL YEAR 2001-2002 (Unadjusted for transfer of Other Charge positions)
			BA-7 TRANSACTIONS:
\$238,158	\$238,158	0	Carry forward for Operating Supplies, Acquisitions and Major Repairs
\$14,857,824	\$25,945,314	138	EXISTING OPERATING BUDGET - December 20, 2001
\$79,981	\$79,981	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$94,274	\$94,274	0	Classified State Employees Merit Increases for FY 2002-2003
\$1,724	\$1,724	0	Unclassified State Employees Merit Increases for FY 2002-2003
\$326,568	\$326,568	0	Risk Management Adjustment
\$196,563	\$196,563	0	Acquisitions & Major Repairs
(\$238,158)	(\$238,158)	0	Non-Recurring Carry Forwards
(\$431)	(\$431)	0	Legislative Auditor Fees
\$112,199	\$112,199	0	UPS Fees
\$719,193	\$719,193	0	Salary Base Adjustment
(\$323,839)	(\$323,839)	0	Attrition Adjustment
\$0	\$599,772	0	Group Insurance Adjustment
\$134,557	\$134,557	0	Civil Service Fees
(\$763,106)	(\$763,106)	(18)	Gubernatorial Position Reduction
\$0	\$0	35	Other Adjustments - Move Other Charges' position into the agency's Table of Organization
	(\$700,000)	0	Other Adjustments - Reduce federal funds due to reduced funding projected to be received through SCAAP (State Criminal Alien Assistance Program)
\$0	\$214,756	0	Other Adjustments - Increase Interagency Transfers to allow participation in Louisiana Commission on Law Enforcement grants
\$50,000	\$50,000	0	Other Adjustments - Building maintenance
\$3,244,770	\$3,244,770	16	Other Adjustments - Realign budget recommendation to Department's Budget Adjustment Decision Package
(\$35,485)	(\$35,485)	0	Other Adjustments - Reduction in Travel Expenditure recommendation
(\$115,171)	(\$115,171)	(2)	Other Technical Adjustments - Transfer of two (2) Executive Staff Officer positions to the Adult Services program to properly reflect funding in the appropriate program.

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$68,000	\$0	0	Other Technical Adjustments - Transfers State General Fund from the Office of Youth Development and reduces Interagency Transfers from the Department of Education due to reduced participation in the School Breakfast and Lunch program
\$110,000	\$0	0	Other Technical Adjustments - Technical adjustment to transfer State General Fund from the Office of Youth Development and transfer Title IV-E funds received from the Department of Social Services to the Office of Youth Development to properly reflect funding in the appropriate agency
\$0	\$0	(1)	Other Technical Adjustments - Transfers one (1) unclassified position to the Office of Youth Development to properly reflect the positions in the appropriate agency
\$0	\$0	(2)	Other Technical Adjustments - Transfers two (2) unclassified positions to the Adult Services Program to properly reflect the positions in the appropriate program
\$18,519,463	\$29,543,481	166	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$18,519,463	\$29,543,481	166	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$18,519,463	\$29,543,481	166	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$182,580	Consulting and software modification service for the Wide Area Networking Project for the Department
\$72,500	Consulting services for the Life Skills for State and Local Prisoners Grant Program
\$601,258	Consulting services for the Residential Substance Abuse Treatment Grant
\$5,854	Engineering and architectural consultant for specifications pertaining to construction and renovation projects
\$8,318	Attorneys - reimbursement to employees' attorneys in Civil Service cases the Department loses
\$79,738	Evaluation for Prison Rehabilitation Program as required by Act 138 of the 3rd Extraordinary Special Session of 1994
\$221,000	Consulting services for the Youth Transition Training Grant

\$1,171,248 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$832,276	LCLE Grants for law enforcement to be awarded to the Department of Corrections
\$117,404	Department of Education Grants
\$604,645	DOTD Inmate Road Crews for state inmates housed in local jails
\$5,000,000	Violent Offender Truth-in-Sentencing Grant

\$6,554,325 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$132,493	Legislative Auditor
\$844,176	Allocation to the Department of Civil Service
\$1,452	Allocation to the Comprehensive Public Training Program
\$377,871	Allocation to the Division of Administration for Uniform Payroll System
\$1,560	Allocation to the Division of Administration for the State Register
\$99,720	Allocation to the Office of Addictive Disorders
\$19,538	Allocation to the Department of Public Safety for data processing services to support the inmate banking systems
\$1,290,709	Office of Risk Management
\$432,103	Office of Telecommunications

\$3,199,622 SUB-TOTAL INTERAGENCY TRANSFERS

\$9,753,947 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$196,563 Additional router for the Wide Area Networking system; replacement of two (2) vehicles and the replacement of various office pieces of equipment.

\$196,563 TOTAL ACQUISITIONS AND MAJOR REPAIRS